

## PROGRAM Standard Operating Procedure – Laboratory Services

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|--|-------------------|
| Title: MIC10400 –<br>Accessioning CMPT Surveys   | Policy Number:    |
| Program Name: Laboratory Services                |                   |
| Applicable Domain: Lab, DI and Pharmacy Services |                   |
| Additional Domain(s):                            |                   |
| Effective Date:                                  | Next Review Date: |
| Issuing Authority:<br>Director, Health Services  | Date Approved:    |
| Accreditation Canada Applicable Standard: N/A    |                   |

### GUIDING PRINCIPLE:

CMPT surveys provide external assessment challenges (EQA) for clinical microbiology laboratories. The program covers a wide variety of samples normally received by laboratories for staining, bacteriology culture and identification.

The Stanton Territorial Hospital Microbiology Laboratory participates in the following CMPT external assessment challenges:

1. Clinical Bacteriology program
2. *C.difficile* program
3. AFB (Acid-Fast bacilli) stain program
4. Screens/Molecular program
5. COVID-19 program

### PURPOSE/RATIONALE:

To ensure CMPT surveys are accessioned in a standardized way so that results do not affect epidemiology statistics and so that patient specific system rules are applied correctly.

### SCOPE/APPLICABILITY:

This procedure applies to Medical Laboratory Technologists (MLTs) and Medical Laboratory Assistants (MLAs) processing competency survey specimens.

### SAMPLE INFORMATION:

- Testing material consists of lyophilized cultures, slides and "simulated" patient specimens.
- Refer to the directions accompanying each survey for specimen handling.

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**SPECIAL SAFETY PRECAUTIONS:**

Containment Level 2 facilities, equipment, and operational practices for work involving infectious or potential infectious materials or cultures.

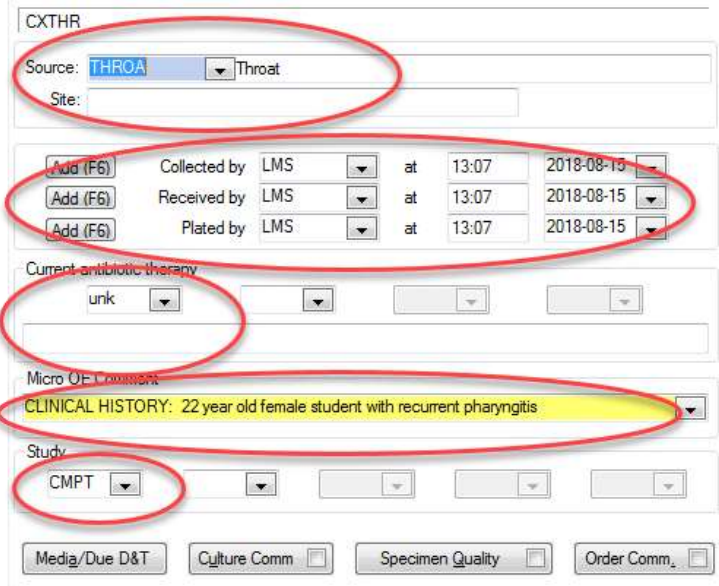
- Ensure that appropriate hand hygiene practices be used.
- Lab gown must be worn when performing activities with potential pathogens.
- Gloves must be worn when direct skin contact with infected materials is unavoidable.
- Eye protection must be used when there is a known or potential risk of exposure of splashes.
- All procedures that may produce aerosols, or involve high concentrations or large volumes should be conducted in a biological safety cabinet (BSC).
- The use of needles, syringes and other sharp objects should be strictly limited.

All patient specimens are assumed to be potentially infectious. Routine Practices must be followed. Since viable micro-organisms are used, all cultures must be handled with appropriate precautions. All equipment in contact with cultures should be decontaminated by appropriate methods.

**PROCEDURE INSTRUCTIONS:**

| Step                                    | Action   |
|---|--|
| <b>Ordering CMPT samples in SoftMic</b> |  |
| <b>1</b>                                | In Order Entry, select <b>"New"</b> to create a new patient  |
| <b>2</b>                                | <p>Fill out the following information in the general tab:</p>  <p><b>LAST NAME:</b> CMPT<br/> <b>FIRST NAME:</b> CMPT Specimen No.<br/> <b>AGE:</b> As specified on CMPT Case History Sheet<br/> <b>SEX:</b> As specified on CMPT Case History Sheet<br/> <b>ATTENDING DR.:</b> DUMD<br/> <b>WARD:</b> CMPT<br/> <b>NOTE:</b> The ward must be CMPT in order to exclude data from epidemiology reports<br/> <b>DEPOT:</b> S1</p> |

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|  |   |
|--|---|
| <b>3</b>   | Fill out the following information in the micro tab:<br>  |
|  | <b>ORDER:</b> Order the test specified on the CMPT Case History Sheet   |
|  | <b>SOURCE:</b> Choose the appropriate source as per the CMPT Case History Sheet   |
|  | <b>SITE:</b> Free text the site information provided on the CMPT Case History Sheet   |
|  | <b>COLLECTED/RECEIVED/PLATED:</b> Add yourself  |
|  | <b>ANTIBIOTIC THERAPY:</b> Fill out as per the CMPT Case History Sheet  |
|  | <b>MICRO OE COMMENTS:</b> Record the clinical history provided on the CMPT Case History Sheet   |
| <b>STUDY:</b> Select the study CMPT  |   |
| <b>NOTE:</b> Without this step, the specimen will not qualify to the review worklist |   |
| <b>4</b>   | Place the requisition barcodes for all specimens accessioned on a separate piece of paper and attach to the paperwork that accompanied the survey. Place all papers on the Dark Room bench. |

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**APPROVAL:**

\_\_\_\_\_  
Date

\_\_\_\_\_

**REVISION HISTORY:**

| REVISION | DATE      | Description of Change                                  | REQUESTED BY |
|----------|-----------|--|--------------|
| 1.0      | 07 Mar 17 | Initial Release  | L. Steven    |
| 2.0      | 30 Jan 22 | Procedure reviewed and added to NTHSSA policy template | L. Steven    |
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